

**OPERATIONS BULLETIN # 7**

***Subject: Use of Cal EMA Fire and Rescue Apparatus – Major Mutual Aid Emergencies***

The purpose of this bulletin is to outline basic procedures for the operators of Cal EMA Fire and Rescue apparatus on major fires and other emergencies throughout the state.

**I. LOCAL USE** (within assigned agency's jurisdiction)

Local departmental policy and operating procedures apply in accordance with the terms and conditions set forth in the Agreement for Temporary Transfer of Vehicular Equipment (between Cal EMA and your agency). The Operational Area Fire and Rescue Dispatch Center must be advised of all movement of Cal EMA apparatus, and Cal EMA Fire Report (F-103) prepared and submitted for all emergency runs. The reports are also necessary in all of the following cases.

**II. LOCAL MUTUAL AID** (to neighboring jurisdictions)

Again, local policies apply to the actual use of apparatus. However, the dispatching must be initiated by, or advisory notification to, the Operational Area Fire and Rescue Dispatch Center.

**III. REGIONAL AND STATEWIDE MUTUAL AID**

It is not uncommon for Cal EMA apparatus to be dispatched statewide to major fires and other emergencies, often being absent from quarters for days. During this period, individual or groups of apparatus may respond to more than one emergency. As you are aware, each response could be in a different area or jurisdiction, with the assigned responsibilities of Cal EMA apparatus dependent upon the individual situation. Therefore, all personnel operating Cal EMA apparatus should be made aware of the following.

**A. Cal EMA Fire and Rescue Division Personnel**

It is the policy of this agency to attempt to provide at least one Assistant Chief, State Fire and Rescue Coordinator, and the necessary communications and limited support personnel, at any major emergency requiring the use of Cal EMA apparatus. Depending on circumstances, Cal EMA Fire and Rescue personnel may assist jurisdictions using Cal EMA apparatus by coordinating the following:

State of California  
**CALIFORNIA EMERGENCY MANAGEMENT AGENCY**  
Fire and Rescue Division

**OPERATIONS BULLETIN # 7**

1. Mobilization center;
2. Communications with the Incident Base and Cal EMA apparatus;
3. Motor pool operations;
4. Coordinate feeding and sleeping for personnel on Cal EMA apparatus;
5. Coordinate the use, release and possible re-dispatch of Cal EMA apparatus in accordance with the using agency's plans and MACS operations;
6. Maintain reports and records of vehicle and personnel activity;
7. Assist and coordinate personnel shift changes and relief crews;

Incoming Cal EMA apparatus may or may not respond directly to the incident, depending upon the immediate situation. Radio contact must be established and maintained between Strike Team leader(s), Operational Area and Regional Fire and Rescue Dispatch Centers.

In all cases, the actual use of Cal EMA apparatus will be under the control of the using agency.

**B. Cal EMA Apparatus Operators**

1. Complete a Cal EMA F-42, Emergency Activity Record, for each incident or mobilization center to which Cal EMA apparatus respond. Basic information must include date and time of dispatch, number of personnel, and the order and request number. (Detailed instructions are provided on the Form F-42.)
2. Ascertain the correct radio frequency to be used.
3. Ascertain the name and radio call of your Strike Team Leader, and strike team number.

**IV. APPARATUS MAINTENANCE**

- A. Motor fuel and lubricating oil are to be provided by the using agency. Cal EMA credit cards may be used to and from the emergency and in cases where local facilities are not readily available.
- B. Repair or replacement of tires or mechanical problems should be referred to the Cal EMA Assistant Chief on scene.

## **OPERATIONS BULLETIN # 7**

### **V. Cal EMA INVENTORY**

Each piece of Cal EMA Fire and Rescue apparatus is provided with a log book and inventory list. All losses and damages should be recorded in the log book during the emergency.

In most cases, all Cal EMA apparatus will be inventoried during demobilization, with vehicle and equipment losses or damage assessed by the Cal EMA Fire and Rescue personnel. These inventories must be signed by the Apparatus Operator.

### **VI. LONG DISTANCE RESPONSE**

Cal EMA apparatus will ordinarily be assembled into strike teams and respond in convoy to and from emergencies. Strike teams will be led by the Strike Team Leader who will provide instructions pertinent to the destination, routes and travel, and radio checkpoints.

### **VII. GENERAL RECOMMENDATIONS**

When responding with Cal EMA Fire and Rescue apparatus, personnel must provide their own personal protective clothing, extra clothing, shaving and toilet gear, funds for meals and incidentals while enroute or returning, and medication (if taken on a regular basis).